

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3640

TITLE: MH/MR/SAS AIDE

GRADE: S-15

DEFINITION:

Under general supervision, performs a variety of clerical and limited paraprofessional support duties in any of the program areas within the Fairfax-Falls Church Community Services Board (e.g. Mental Health, Mental Retardation, or Substance Abuse); and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The MH/MR/SAS Aide differs from the Assistant Residential Counselor in that the MH/MR/SAS Aide performs a variety of clerical and limited paraprofessional support duties, whereas the Assistant Residential Counselor provides program coverage and may serve as night or weekend shift counselor under the oversight of a senior therapist.

ILLUSTRATIVE DUTIES:

Responds to requests for information and referral from clients, families, and the general public;
Elicits necessary information from prospective clients and determines eligibility for services;
Obtains and updates human service resources information;
Types and proofreads routine client-related correspondence;
Serves as liaison between clients, families, staff, and physicians;
Schedules clients' doctor appointments and has prescriptions refilled as needed;
Maintains clients' medical records and office financial records;
Collects and compiles data for monthly reports;
Drives County van or minibus to transport clients to the program, on appointments, and to recreational activities;
Assists senior staff with supervision of clients on outings;
Participates with program clinical staff in scheduled activities for clients;
Maintains financial records of cash accounts;
Assists in inventorying and purchasing of food and other related items;
Orders kitchen, office, medical first aid and maintenance supplies;
Inventories site supplies and equipment;
Inputs and retrieves client data in the Community Services Board management information system (SYNAPS);
Trains clinical and administrative staff on SYNAPS system;
Verifies requests for goods and services against County contracts and funding sources;
Assists in reviewing and compiling data on client populations and facility trends;
Monitors and assists in enforcement of facility rules and policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of human services available from public, private and volunteer organizations;
Knowledge of the basic principles of human behavior;
Knowledge of modern office practices, policies, and procedures;
Ability to process and integrate complex data and information;

Ability to perform data entry into the SYNAPS system;
Ability to keep confidential client, clinical, and medical records;
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain good working relationships with clients, staff, and the general public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from high school; PLUS
Two years of related human services experience.

CERTIFICATES AND LICENSES REQUIRED:

Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential programs;
First Aid and CPR certification within 90 days of appointment and maintained throughout CSB employment, for positions in residential programs;
Medication Administration Assistance Certification within 90 days of appointment, for positions in residential programs.

NECESSARY SPECIAL REQUIREMENTS:

Criminal background record check;
TB screening upon hire and annually thereafter.

REVISED: April 29, 2002

REVISED: November 10, 1989